



Application for Order to Seal Document

Note! Read and review Chapter 16 rule 16.405(1). Electronic filers are responsible for complying with the Chapter 16 rules for electronic filing.

1. Prepare the necessary documents.
2. Access the Existing Case.

Note! When creating a new case, add party information and the necessary documents to initiate the case.

3. In the Document Category field, select **Application**.
4. In the Document Type field, select **Application for Sealing Records**.

Home eFile Cases My Profile Log Out

Home ⇒ Existing Case ⇒ Add a Document

Case Number : CNCV105393 Case Title : IN THE

Document Category APPLICATION

Document Type * APPLICATION FOR SEALING RECORDS

Note! Do not check the ***Filed under order to seal*** checkbox.

5. In the Document Location field, click the **Browse** button.
6. Locate the Application to Seal document (not illustrated).
7. Click **Add**.

Document Location Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Remove
APPLICATION FOR SEALING RECORDS	application_seal.pdf		0.08 MB	

Total Size: 0.08 MB

Back Move to Draft Next

8. The added document will display at the bottom of the filing.

Note! Click the document name to open and review the submitted document.

9. In the Document Category field, select **Proposed Documents**.
10. In the Document Type field, select **Proposed Document to be Sealed**.

Home eFile Cases My Profile Log Out

Home ⇒ Existing Case ⇒ Add a Document

Case Number : CNCV105393 Case Title : IN THE MATTER OF ELMER FUDD

Document Category PROPOSED DOCUMENTS

Document Type * PROPOSED DOCUMENT TO BE SEALED

Note! Do not check the ***Filed under order to seal*** checkbox.



Application for Order to Seal Document

11. In the Document Location field, click the **Browse** button.
12. Locate the Application to Seal document (not illustrated).
13. Click **Add**.

Document Location **Browse...**

Add to Submission **Add**

Document Name	View Document	Edit Data	Size	Remove
APPLICATION FOR SEALING RECORDS	application_seal.pdf		0.08 MB	
PROPOSED DOCUMENT TO BE SEALED	ProposedDocument.pdf		0.08 MB	

Total Size: 0.16 MB

Back **Move to Draft** **Next**

Note! The eFiling system will automatically secure the document for presentation to the Judge.

14. Click **Next**.

Document Name	View Document	Edit Data	Size	Remove
APPLICATION FOR SEALING RECORDS	application_seal.pdf		0.08 MB	
PROPOSED DOCUMENT TO BE SEALED	ProposedDocument.pdf		0.08 MB	

Total Size: 0.16 MB

Back **Next**

15. On the Review and Approve the Filing page, verify all information is correct, click **Submit the Filing**.

Special Filing Instructions for the Clerk:

Back **Cancel (Delete)** **Submit the Filing**

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.